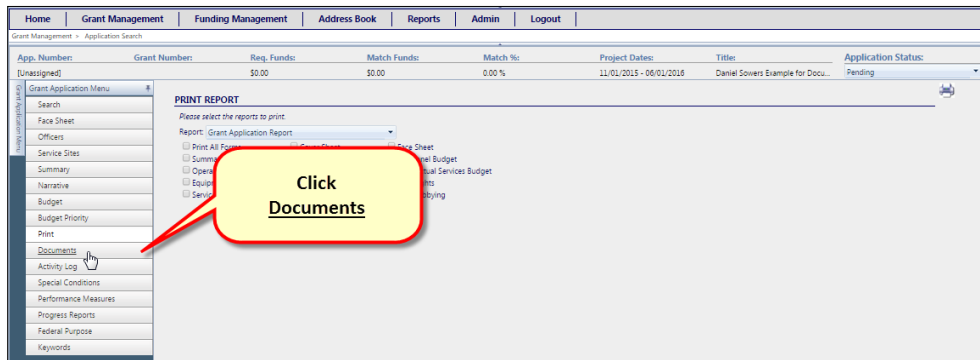


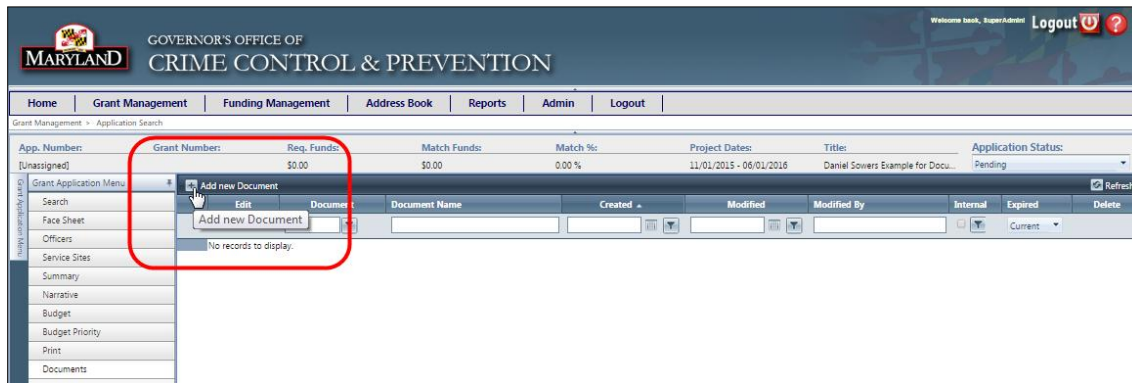
ATTACHING DOCUMENTS TO A GRANT APPLICATION OR GRANT AWARD

1. Click **Documents** in the Menu to the left of the screen.



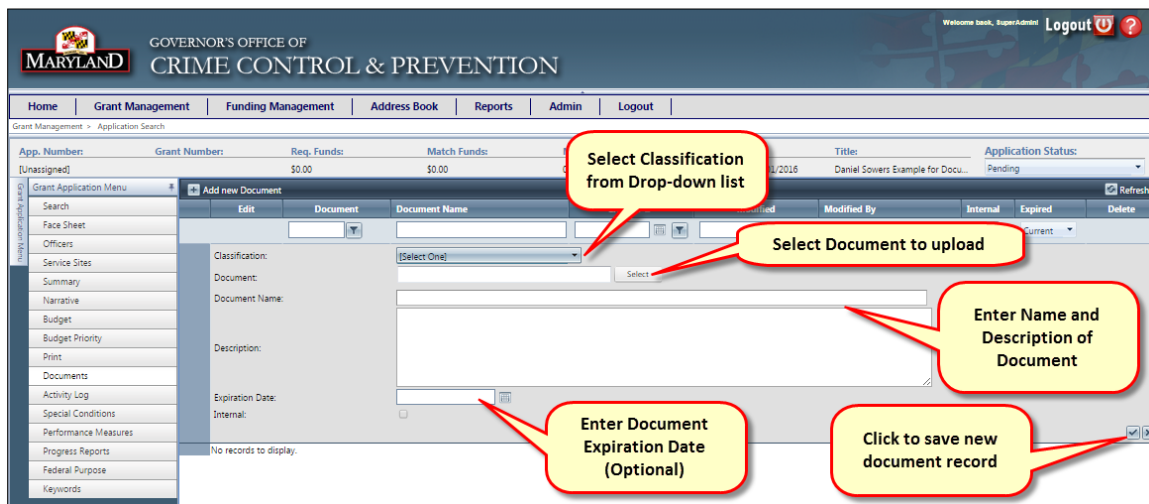
Access Documents in Grant Application Menu

2. Click the **Add New Record** icon to display the data entry screen.



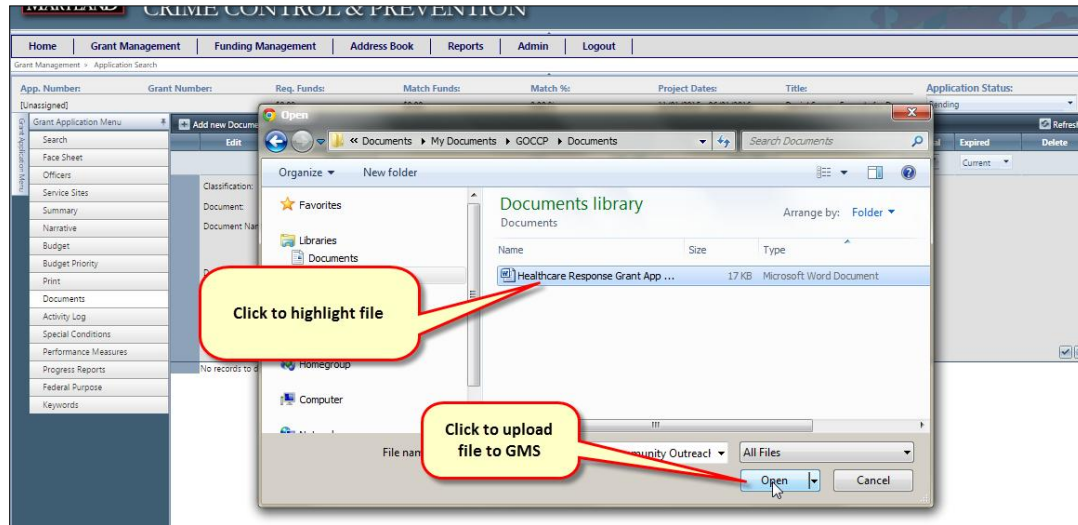
Add New Document Record

Clicking Add New Record brings up the new document data entry screen:



New Document Data Entry Screen

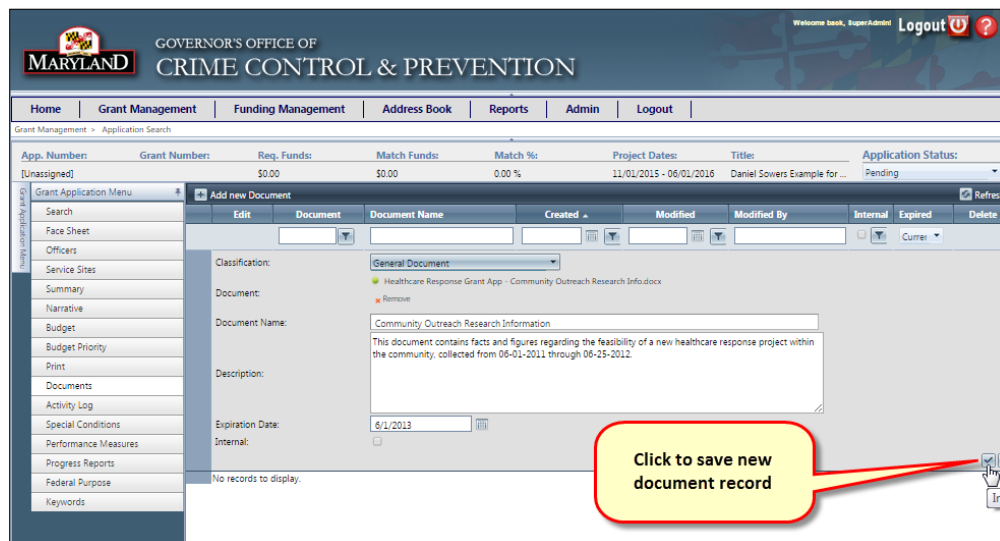
3. Select a classification for the document from the **Classification** drop-down list.
4. Click the Select button beside the **Document** field. This brings up a standard dialog box that allows you to search for the document on your hard disk and select it. If your computer runs the Microsoft Windows 7 operating system, the dialog will appear similar to the following figure:



Select File from Computer to Upload to GMS

- Browse your computer for the file you wish to upload. When you locate the file, click on it to highlight it, then click the Open button to upload the file to GMS.
- If your computer is running a different operating system, the dialog box may appear differently – you would still just browse for the file and select it to upload it.

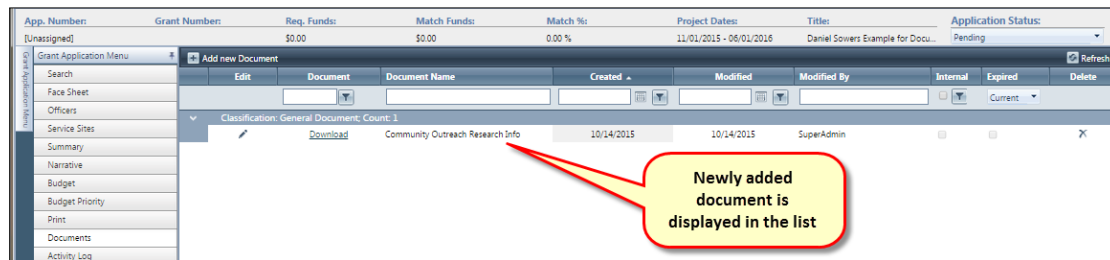
After you select the document to upload, you are returned to the Data Entry screen and the document you uploaded is listed next to the Document label. Complete the remaining fields as follows:



Complete Remaining Data Entry

5. Type a descriptive name for the document in the **Document Name** field.

6. Type a detailed description of the document into the **Description** field.
7. If applicable, add a date that the document will no longer be available. Either click the calendar icon next to the Expiration Date field and choose a date by clicking on it, or type the date directly into the Expiration Date text field in the format MM/DD/YYYY (ex. 05/01/2013).
8. (Accessibility based on permission) Click to place a checkmark in the Internal checkbox to mark the document as Internal (GOCCP user only).
9. Click the checkmark icon to the lower left of the screen to upload and save the document to the Funding Program. If you click on the cancel icon (X), the document will not be uploaded or saved and you'll be returned to the previous screen. The newly added document is now displayed in the Documents list:



| App. Number: | Grant Number: | Req. Funds: | Match Funds: | Match %: | Project Dates: | Title: | Application Status: |
|--------------|---------------|-------------|--------------|----------|-------------------------|-----------------------------------|---------------------|
| [Unassigned] | | \$0.00 | \$0.00 | 0.00 % | 11/01/2015 - 06/01/2016 | Daniel Sowers Example for Docu... | Pending |

| Document | Document Name | Created | Modified | Modified By | Internal | Expired | Delete |
|----------|----------------------------------|------------|------------|-------------|--------------------------|--------------------------|--------|
| Download | Community Outreach Research Info | 10/14/2015 | 10/14/2015 | SuperAdmin | <input type="checkbox"/> | <input type="checkbox"/> | X |

Newly added document is displayed in the list

New Document Record Displayed in List